

**VACANCY ANNOUNCEMENT**  
UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT  
Embassy of the United States of America  
Freetown, Sierra Leone

**VACANCY No:** 21-10

**OPEN TO:** All Interested Sierra Leoneans within and outside the Mission

**POSITION:** AID Project Management Assistant

**OPENING DATE:** October 7, 2010

**CLOSING DATE:** October 21, 2010

**WORK HOURS:** Full-time; 40 hours/week

**GRADE:** FSN-8

The United States Agency for International Development (USAID) in Freetown is seeking individual for the position of Project Management Assistant. The position is located in the USAID Sierra Leone Program Office of the U.S. Embassy Freetown, and reports to the USAID Country Program Manager.

**BASIC FUNCTIONS OF POSITION**

The Main purpose of the this position is to (2) assist the Program Manager in planning and executing the administrative management support functions of the office (2) serve as Program Management Assistant for the two Strategic Objective Teams, and (3) provide significant technical user support for the Local Area Network (LAN) computer system. The incumbent is responsible for the day-to-day operational procedures of the USAID office.

Major Duties and Responsibilities:

**1. Administrative Duties:**

Sets up meetings at the request of the Country Program Manager or in response to requests from GOSL Officials or others. Schedules appointments based on knowledge of supervisor's commitments and maintains his/her calendar. Maintain central calendar for the office and coordinate activities on the schedule with the Public Affairs Section of the Embassy. . Takes messages in supervisor's absence, directs callers to other staff

member or answers questions directly. Receives and assists visitors, answering questions about the Sierra Leone Transition Program or directs them to an officer who can assist them. Drafts letters for supervisor's signature or routine cables for his approval based on telephone inquiries, or correspondence received.

Provides logistical assistance to staff members and TDYer's in connection with official travel such as preparing cables with traveler arrival/ departure information, making hotel reservations, preparing draft travel vouchers, and coordinating required motor pool services and other logistical arrangements. Maintains and updates filing system for both Strategic Objectives consistent with AID procedures and practices.

Using word processing software, types a variety of correspondence and other documents in draft and final form. Work includes technical documents which often have tabular and statistical formats, specialized program documents (MAARDS, SOILSs etc.) as well as memoranda, cables, letters, reports, vouchers, and the like. Locates, obtains, and tracks appropriate clearances and signatures.

## **2. Program Management:**

Serves as Program Assistant to support Program Manager and the SO Team Leaders in data collection, analysis, and administration of the total country development program. Incumbent will assist the Program Officer in preparing the Mission's monthly Operating Year Budget (OYB) reports; and in compiling, updating, and producing other necessary budget information needed for transmittal to SO teams and to USAID/Washington. May participate in field trips, and meetings within or without various governmental and non-governmental organizations and will be responsible for obtaining information and documenting that information. As required, collects, analyzes, and interprets data, reports, charts, tables, graphs, and similar materials used to support USAID programs and projects in Sierra Leone and disseminates information in a variety of formats including electronic dissemination.

Prepares financial documents (MAARDS, purchase requests, travel requests), and payment documents (standard vouchers-SF 1034s, travel reimbursement vouchers), submits them to the Office of Financial Management (OFM) in Conakry, and consults with OFM staff regarding formats required, number of days of lead-time needed, etc. Liaises with OFM Conakry in preparing quarterly accruals and the 1311 review (certification of valid obligations) review, and performs other financial/administrative duties as assigned.

## **3. Other Duties:**

Manages office procurement process through the e-service system. Maintains current inventory of expendable and non-expendable supplies and materials.

Arranges local and international travel for the officers and official visitors as required, including typing of the travel requests, hotel reservations, application for visa and permits. Prepares travel vouchers, danger pay claims, make itineraries and arrange for regular servicing of the office machines. Serves as the time-keeper, and fire warden for the office.

Requests vehicles from the Embassy motor pool for USAID staff in accordance with the e-service request systems. Coordinates all aspects of daily vehicle support needed for efficient functioning of program. Maintains daily, monthly, and quarterly scheduling calendar to assure equitable assignments of TDY trip support among drivers. Coordinates all aspects of motor pool management with the U.S. Embassy Motor Pool Dispatcher.

Serves as first line user support for the Local Area Network (LAN).

### **QUALIFICATIONS:**

- 1. Education:** Education: Completion of secondary school is required, in a field of study suitable for the work of a Program or an Administrative Assistant. In lieu of a formal degree, a qualified applicant may have professional work experience of such a nature which substitutes for the formal academic degree.
- 2. Prior Work Experience:** At least five years of experience in progressively responsible positions with at least 3 years as an Administrative Assistant. Work experience with USAID is highly commended.
- 3. English Ability:** Level III English ability (good working knowledge in written and spoken English).
- 4. Skills and Abilities:** : The incumbent must be able to exercise considerable independent and professional judgment. This will include establishing his or her work program, setting priorities and initiating and completing tasks in a timely manner and with minimal supervision. Ability to use computers proficiently, particularly word processing and spreadsheets is required.
- 5. Interpersonal skills:** The candidate must have strong interpersonal and communications skills and be able to develop and maintain good working relationships with external partners. Strong writing skills are important.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) or

2. A current resume or curriculum vitae that provides the same information as a DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Project Management Assistant)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076-515-075

NOTE: Only short listed applicants will be contacted.